

Job Description – Service Technician

Job Overview:

- The service technician position is responsible for the following:
 - Performing installation, removal, maintenance, diagnostic, and repair work related to propane tanks, supply systems, and appliances
 - Transporting propane tanks and occasional basic vehicle maintenance
 - The candidate must possess considerable skill in troubleshooting, service, repair, and maintenance

Responsibilities and Duties:

- Installation and removal of propane tanks and gas-powered appliances
- Installation and maintenance of gas piping systems including underground lines, above ground lines, interior piping, and other related equipment
- Diagnostic, maintenance and repair work related to propane tanks, supply systems and gas-powered appliances
- Performs inspections and leak tests of supply systems and equipment
- Maintains, repairs, and refurbishes company-owned equipment
- Prepares work orders, invoices and other documentation related to work performed in accordance with company and industry standards
- Understands all applicable federal, state, and local laws, regulations, and codes pertaining to the installation and maintenance of tanks, propane equipment and supply systems
- Acts as liaison between customers and service branches to address questions, concerns, or complaints
- Educates customers on safe and proper operation, maintenance, and safety procedures
- Inspects company vehicle daily and reports issues in a timely manner

Education and Experience:

- High School diploma or GED
- Relevant experience preferred
- Familiarity with computers or mobile devices used in service
- Within 60 days of employment, must obtain a valid Class C Commercial Driver's License in accordance with U.S. Department of Transportation regulations in employee's state of residence with a Hazardous Materials endorsement
- Employment is conditional on verification of clean driving record, background check(s), and pre-employment/random drug testing

Competencies:

- Communication
- Technical and mechanical skills
- Critical Evaluation
- Capable of working independently
- Relationship Management

Job Description – Service Technician

Available Benefits:

- Comprehensive benefits package
- 401(k) and profit sharing
- Paid holidays & vacation/sick time

Supervisory Responsibility:

- None

Work Environment:

- This job operates in the field (primarily outdoors)

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; push; pull; climb; crawl; kneel; lift in excess of 25lbs; utilize company-provided equipment (i.e. two-wheel dolly, power truck tailgate, hydraulic truck crane); use hands to finger, handle or feel; and reach with hands and arms. Most job functions will be performed outdoors and expose the employee to changing weather conditions.

Position Type / Expected Hours of Work:

- This is a full-time position and regular work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. and Saturday, 8:00 a.m. to 12:00 p.m. with the ability to work outside of or in addition to those hours as needed. Successful candidates must also be available for night, weekend, and holiday after-hour calls on a rotating basis.

Travel:

- Travel expectation outside of service area is approximately 5%

Job Description – Service Technician

Other:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
- Heller's Gas, Inc. is an Equal Opportunity Employer

Heller's Gas, Inc. is a supplier of propane products and custom fireplaces to residential, commercial, industrial, agricultural and wholesale customers in the Mid-Atlantic Region. Family owned and operated since 1941, Heller's Gas prides itself on providing customers with quality products at an affordable price.

If you are interested in joining a rapidly expanding family owned company with excellent opportunities for growth, please contact us to apply or for more information!

Contact Information

Heller's Gas, Inc.
500 N. Poplar Street
Berwick, PA 18603

Phone: (570) 752-8451

Fax: (570) 752-8456

Apply online at
www.HellersGas.com